

Appendix 1 - Compliance Checklist

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> A letter of compliance from the accountable officer or statutory body to the relevant Minister 	ARRs – section 8	2
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 10.1	1, 3
	<ul style="list-style-type: none"> Public availability 	ARRs – section 10.2	Inside Front Cover
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	Inside Front Cover
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 10.4	Inside Back Cover
	<ul style="list-style-type: none"> Information licensing 	<i>QGEA – Information licensing</i> ARRs – section 10.5	N/A
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 11.1	4, 5
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 11.2	6, 7, 8
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 11.3	17, 18
	<ul style="list-style-type: none"> Machinery of Government changes 	ARRs – section 11.4	N/A
Non-financial performance	<ul style="list-style-type: none"> Government objectives for the community 	ARRs – section 12.1	7
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 12.2	N/A
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 12.3	20
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 12.4	15
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 13.1	13, 14

Summary of requirement		Basis for requirement	Annual report reference
Governance – management and structure	• Organisational structure	ARRs – section 14.1	7
	• Executive management	ARRs – section 14.2	5, 7, 11
	• Government bodies (statutory bodies and other entities)	ARRs – section 14.3	N/A
	• <i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> ARRs – section 14.4	21
Governance – risk management and accountability	• Risk management	ARRs – section 15.1	21, 22
	• External Scrutiny	ARRs – section 15.2	N/A
	• Audit committee	ARRs – section 15.3	22
	• Internal Audit	ARRs – section 15.4	22
	• Information systems and recordkeeping	ARRs – section 15.5	22, 37
Governance – human resources	• Workforce planning, attraction and retention and performance	ARRs – section 16.1	36
	• Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	36
Open Data	• Open Data	ARRS – section 17	36, 37
	• Overseas travel	ARRs – section 17 ARRs – section 34.2	36
	• Queensland Language Services Policy	ARRs – section 17 ARRs – section 34.3	N/A
	• Government bodies	ARRs – section 17 ARRs – section 34.4	8, 12, 16, 17, 18, 24, 27, 56
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	60
	• Independent Auditors Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	61, 62
	• Remuneration disclosures	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs – section 18.3	49, 50

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A copy of the Act can be downloaded from the Queensland Legislation website – www.legislation.qld.gov.au.

